

PUBLIC NOTICE FOR
THE MARYLAND DEPARTMENT OF TRANSPORTATION

BCS 2023-02

Facility Design Services, Statewide

NOTICE TO ARCHITECTS & ENGINEERS

REQUEST FOR PROFESSIONAL SERVICES

The Secretary of the Maryland Department of Transportation (MDOT) has certified the need to utilize the services of architects or engineers for the following project(s).

Firms interested in being considered for work on any Project must submit an Expression of Interest (EOI) for that Project as set forth herein. The EOI must be electronically submitted via eMaryland Marketplace Advantage (eMMA) at emma.maryland.gov. The EOI will indicate the firm's desire to perform services and indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom. Interested firms must submit the material required herein or the interested firm will not be considered for the Project.

Of all the firms expressing interest in this advertisement, those adjudged most qualified will be requested to submit Technical Proposals. Additional information will be supplied to the selected firms so that they can prepare such proposals for the Project. The firms that submit the highest rated Technical Proposals will be requested to submit Price Proposals. This project will be federally funded and Price Proposal cost limitations on payroll burden and overhead do not apply. Contracts resulting from this solicitation will be structured as indefinite delivery, indefinite quantity (IDIQ) and payment methods will include cost plus fixed fee and unit cost rates. Additional information regarding payment methods will be provided to the selected firms in the Request for Price Proposals and subsequent secondary qualifications-based selection (QBS). MDOT reserves the right to require that split payroll burden and overhead rates be submitted appropriate for the type of services to be provided (example, Home-Office Rate for planning/design activities and Field-Office Rate for construction inspection). If negotiations with the firm are timely and successful, a contract may be awarded to that firm.

All firms, including Joint Ventures, must be in good standing with the Maryland Department of Assessments and Taxation at the time of EOI submittal. Foreign corporations may also qualify for an equivalent certificate of good standing through the Maryland Department of Assessments and Taxation at <http://www.dat.state.md.us/SDAT%20Forms/forcp.pdf>. If an interested firm is requested to submit proposals, their proposals should substantially reflect the same composition and area of involvement as their EOI. If a Joint Venture (JV) responds to a project advertisement, MDOT SHA will not accept separate EOIs from the JV constituents. A firm will not be permitted to submit on more than one (1) JV for the same project advertisement. Also, a firm that responds to a project advertisement as a prime or a prime JV constituent may not be included as a designated subconsultant to another firm that responds as a prime to the project advertisement. Multiple responses under any of the foregoing situations may cause the rejection of **all** responses of the firms involved. The above does not preclude a firm from being set forth as a designated subconsultant to more than one (1) prime responding to the project advertisement.

Issue Date: 2/3/2023

MDOT State Highway Administration (MDOT SHA) reserves the right to cancel this solicitation due to insufficient participation or firms are deemed not qualified to perform the services regardless of how much time and effort was spent on responses.

All questions concerning submissions and procedures must be submitted via eMMA at <https://emma.maryland.gov/> no later than February 24, 2023, by 12:00 PM (NOON). All questions must be posed under the specific solicitations Discussion Q&A tab.

All addenda to this advertisement will be posted *only* on eMMA and on MDOT SHA's website (<http://www.roads.maryland.gov/>) under Business → Contracts, Bids & Proposals → Architectural / Engineering Contracts.

A Virtual Pre-Proposal Meeting is scheduled on February 17, 2023, from 11:00 AM to 12:00 PM. Please use the information below to access and participate in the one-hour Teams meeting attended by the MDOT SHA Procurement Manager, Project Manager and OED Representative.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 285 362 433 856

Passcode: ypS8jX

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 667-262-2962,,786693580#](#) United States, Baltimore

Phone Conference ID: 786 693 580#

[Find a local number](#) | [Reset PIN](#)

Consultants will have the ability to provide background investigation results for their personnel assigned to work on MDOT SHA projects.

Special Provisions

Title VI

MDOT SHA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Consultants interested in submitting an EOI must comply with the “**SPECIAL PROVISIONS. AFFIRMATIVE ACTION REQUIREMENTS. UTILIZATION OF DISADVANTAGED BUSINESSES, THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT OF 1987. ISTEA OF 1991. MAP 21 OF 2012, FAST ACT 2015, AND INFRASTRUCTURE INVESTMENT JOBS ACT 2021.**” (See Attachment VI of the MDOT SHA Request for Proposal located at <https://www.roads.maryland.gov/ohd/RFPAEGuidelines.pdf>)

Disadvantaged Business Enterprise (DBE)

It is the goal of MDOT that disadvantaged business enterprises participate in all federal-aid contracts. Each contract will be evaluated for the placement of a goal for DBE participation on a contract-by-contract basis. MDOT-certified Small Business Enterprise (SBE)/DBE firms are encouraged to respond to this solicitation. The MDOT DBE website is [Small, Minority & Disadvantaged Business - MDOT \(maryland.gov\)](http://www.mdot.gov/SmallMinorityDisadvantagedBusiness)

I. Project Title and Description:

Facility Design Services, Statewide

Facilities Design Services-Statewide, including design, rehabilitation, and renovation of existing and new state facilities and buildings.

MDOT SHA may award up to four (4) open-ended, task-order based contract(s) for these services. The duration of each contract will not exceed five (5) years. The total funding authority for all four (4) contracts will not exceed \$20,000,000. MDOT SHA reserves the right to modify the number of contracts and the total funding authority as deemed appropriate based on complying with 23 CFR 172 and the Brooks Act. Consistent with competitive qualifications-based selection, a secondary qualifications-based selection will be employed for all task-order assignments. Awarded task-assignments will be negotiated as stand-alone assignments terminating when the task budget is exhausted, or the task time frame has expired, or the task has been completed. No minimum amount of work or funds is guaranteed under these contracts.

This Contract will be administered solely by MDOT SHA's Office of Highway Development (OHD) located at 707 North Calvert Street, Baltimore, MD 21202 to support the Statewide Architectural and Engineering needs of MDOT SHA and will be funded with both State and Federal Funds. Assignments may be made to support other MDOT SHA Offices with the prior approval of the MDOT SHA Deputy Administrator. In addition, this contract may be used to provide services to the MDOT's The Secretary's Office, or any of the MDOT Transportation Business Units (TBUs), at the direction and with the express prior written authorization of the Secretary of Transportation or the Secretary's designee. Any tasks assigned under this contract must be for services as outlined in the contract scope of work and in conformance with all contract terms and conditions and payment provisions.

II. Consultant Services Required:

The services to be performed are Facility Design Services, Statewide, including design, rehabilitation, and renovation of existing and new state facilities and buildings. The Firm shall be proficient in the services listed below and shall bring an experienced and expert staff to the project.

Facility Design Services under this project will provide expertise in review, planning, and design related to the following disciplines: architectural, structural, civil, landscape, mechanical, electrical, plumbing, fire protection, site utility, environmental assessments, testing services, commissioning agents, project management, construction management and inspection, and testing, adjusting, and balancing. The services also include preparing plans, specifications, and/or other construction documents for advertisement and construction support for new projects, renovation projects, equipment replacements, facility and facility system evaluations, testing, studies, and reports. The services also

include the services of personnel in the above-mentioned disciplines to support MDOT SHA as project managers in managing the design of such projects. Specific assignments are expected to vary depending on MDOT SHA's needs throughout the duration of the contract. The Consultant may be authorized to subcontract for specialty services with prior approval of the MDOT SHA.

The MDOT SHA may request the above services concurrently or independently on multiple project assignments, as necessary. Accordingly, the Firms shall have and demonstrate the ability and manpower to respond to and act immediately on project assignments without any delay and interruption to other MDOT SHA project assignments. The on-site consultant staff will operate under the direction of MDOT SHA management. All on-site support staff are subject to the annual audited field overhead rate when working at an MDOT SHA facility 90 or more consecutive days.

Listed below is the Scope of Services and Examples of Work, Certifications and Engineering Standards and Guidelines.

Firms with expertise in Facility Design Services, Statewide services to provide, but not limited to, the following services for:

- Preparation of complete contract documents in conformance to the latest adopted local, state and federal codes, and standards for design of buildings owned, leased, operated or controlled in the State of Maryland. Preparation of final plans, specifications and estimates that include, but are not limited to, the following disciplines: architectural, structural, mechanical, electrical, civil, site development, hydrology and hydraulic, landscape, plumbing, fire protection;
- Site layout and design services for various MDOT SHA facilities, as well as impact assessments, site redesign, building design and cost estimates for facilities impacted by MDOT SHA projects. These services may include: grading and drainage design, traffic flow, landscape design, design of lighting, signing, and traffic markings, ADA compliance for pedestrian walkways and access, geotechnical evaluations and recommendations, and other unforeseen issues that could arise in order to provide a completely functional site layout that is coordinated and compatible with other aspects of the design project;
- Concept development and planning services related to facility and equipment design. Draft objective statement and purpose and need statements in coordination with all MDOT SHA goals and objectives;
- Field surveys, establish existing right of way, right-of-way plat development;
- Geotechnical explorations and evaluations, including preparing reports and recommendations;

- Peer review of designs of new and renovated buildings;
- Facility evaluations and/or design services for facilities statewide that are not owned by MDOT SHA, but for which MDOT SHA is providing federal funding to a sub-recipient;
- Building and building system condition surveys, roof system evaluations, including core sample, constructability reviews, and construction administration;
- Design and engineering for new and rehabilitated pumping stations for stormwater management or similar facilities associated with facility and highway projects;
- Design-Build plans and specs for new buildings, including construction cost estimates, studies, reviews, and reports;
- Conduct constructability reviews and prepare schedules for independent review;
- Environmental assessments associated with building sites and utility connections, wetland identification, environmental compliance;
- Subsurface utility exploration and video pipe inspection;
- Provide on-site and off-site technical design project managers;
- Coordinate all aspects of facility design project management, including reviewing and developing project schedules, estimates, permit preparation, coordinating design plans for all disciplines, conducting meetings, coordination with regulating agencies, designers, and customers, and all other activities.
- Provide a certified commissioning agent, a testing, adjusting and balancing (TAB) agency, and an electrical testing agency;
- Attend and conduct design and construction-related meetings, prepare meeting minutes, and other project support activities;
- Mold assessment and other air quality testing, site investigation, and remediation services and recommendations;
- Site investigation, inspection, and design of water and wastewater treatment systems, underground and above ground storage tanks;

- All other professional services related to facilities design services;
- Foster and facilitate team building/partnering concepts between agencies, design teams, the public, contractors, etc. which will encourage an open and honest exchange of information and ideas throughout the entire process;
- Construction management and inspection services. These services may include but are not limited to the following: conduct detailed inspections of all construction work and ensuring compliance of the project with all contract documents and permits; provide claims evaluation, analysis of time impacts, make recommendations for resolution, negotiation assistance and expert testimony in claims litigation; review materials delivered to project(s) and conduct detailed materials field inspections and testing; maintain communication with MDOT SHA's design team, MDOT SHA's district staff, contractor, other contractors performing work adjacent to project, local transportation agencies, permitting agencies, utility companies, adjacent property owners, and other third parties during construction, as necessary; facilitate public relations with the community, traveling public and perform lead role at public meetings, where necessary; monitor and assist project compliance with environmental document commitments, permits, and local ordinances; monitor construction phasing and progress with respect to grading units, limit of disturbance, phasing compliance, and stabilization; facilitate and attend meetings; prepare agendas and minutes; prepare and review estimates; analyze and evaluate the Critical Path Method (CPM) schedule updates for the construction project in relation to the contractors' original CPM schedule; prepare progress payments in the Maryland Construction Management System (MCMS) for the review and approval of MDOT SHA; assist the Administration's compliance officers with monitoring and enforcement of Minority and/or Disadvantaged Business Enterprise (M/DBE) goals; project close-out activities. Discuss and/or resolve quantity negotiation, claims resolution, final change orders and items, profile incentives and/or disincentives, asphalt price adjustment, etc.; prepare extension of time changes; verify accuracy of contractor's as-built plans; perform Sketchbook reviews; review working drawings and shop drawings; address contractor requests for information; review redline revisions and estimates; conduct post-construction ADA inspections and field measurements;
- The consultant may also be required to include appointment of prime or subconsultant staff by the MDOT SHA to serve as a project manager through a MDOT SHA-approved Project Manager Consultant (PMC) Non-Disclosure Agreement. If appointed, the PMC may be asked to provide on-site support and would be asked to manage other consultant designers, contact other MDOT SHA offices and staff, and to coordinate all management aspects of project development and delivery. Appointment as a PMC would need to be approved at a task level and will be for a defined term;

and all other engineering professional services related to Facility Design Services, Statewide.

These services may include types of task assignments that require the consultant to conduct work on-site at an MDOT SHA facility, State regulatory agency, and/or other office or location designated by MDOT SHA. This work may involve any of the aforementioned services in the scope of services, as well as these specialty services:

- Prepare draft independent man-hour estimates and project scope outlines for MDOT SHA staff review and approval;
- Prepare draft request for proposal for MDOT SHA review and approval and send to the MDOT SHA selected consultant firm;
- If assigned to review consultant task proposals, scopes of work, man-hour estimates and invoices for design tasks that include sensitive information including, but not limited to, consultant firm overhead rates a non-disclosure agreement will be required. If assigned, the review of this type of information will only be at an MDOT SHA facility;
- Make recommendations to the MDOT SHA manager for approval of items indicated in the previous bullet. It is understood that assignment of work to consultants, final approval of task proposals, deliverables and invoices will be provided by MDOT SHA staff;
- Manage and evaluate project work to ensure that it is being completed on time and within the approved budget and make recommendations to MDOT SHA staff regarding any issues;
- Develop contract specifications, plans and estimates for construction phase efforts; and
- Manage project related financial data. PMCs will not be given access to MDOT SHA accounting systems including, but not limited to, the Consultant Tracking System (CTS) or the Financial Management Information System (FMIS).

Some examples of work include, but are not limited to the following:

- From the design of complete facility replacements and major upgrade designs of a maintenance facility to installation of generators. Types of facilities include, but are not limited to office buildings, service garages, material testing laboratories, welcome centers, and salt structures;
- The certified commissioning agent will provide guidance on the creation of the owner's project requirements, develop commissioning specifications, commissioning review of plans and specs, provide commissioning plans and perform testing, and

witness testing to carry out the commissioning plan to allow final acceptance of a building and/or project. This may require total building commissioning or system commissioning depending on the complexity of the project. The agent will also provide retro commissioning and/or troubleshooting services on existing MDOT SHA buildings and systems;

- The electrical testing agency may have involvement in the following types of services: provide testing and/or troubleshooting for electrical problems in existing MDOT SHA buildings; assist the certified commissioning agent as needed; provide peer review of contractors; perform testing; and provide testing to assist the engineer during facility evaluations and design services; and
- The TAB agency will be assigned to assist in preparing the construction documents and providing information during existing system surveys and/or evaluations. The agency may also assist in construction inspections; to serve as the “Owner’s TAB Agency” during construction and/or to provide peer review of a contractor’s TAB agency. The agency may also assist the certified commissioning agent during retro-commissioning projects.

and all other engineering professional work related to Facility Design Services, Statewide.

The following computer hardware and software shall be used to perform the services required and include, but not limited to:

- The design and drafting of all assigned tasks will be accomplished utilizing computerized design and drafting systems compatible with MDOT SHA’s computer aided design and drafting (CADD) systems and the MDOT SHA CADD Standards.
- New project starts or projects in progress may be required to migrate to any new version of software that might be released during the life of this contract. The Consultant must have the ability to accommodate separate assignments using different versions without incurring delay or unreasonable expense;
- The Consultant shall have the capability to work within an MDOT SHA compatible CADD environment when performing data collection, mapping, design and/or drafting functions. All of the design and drafting will utilize all MDOT SHA CADD Standards including, but not limited to: feature tables, level names, parameter files, seed files, borders, fonts, cell libraries, standard details, and color tables. At this time, MDOT SHA is developing standards for Inroads. These Standards will be provided by MDOT SHA and include menus and custom tools to facilitate conformance. Consultants may be required to incorporate GIS- related features into project documents or assignments.
- Assignments under this contract will be expected to utilize ProjectWise for storing and updating all project documents, including reports, CADD files, and estimates and through the use of local client software and a broadband internet connection. All

changes and revisions shall be completed through ProjectWise, ensuring accurate and up-to-date files are available at all times. For some projects, MDOT SHA has migrated to a Managed Workspace environment in ProjectWise, where all the MDOT SHA CADD Standards are managed by ProjectWise. For all projects that do not have a Managed Workspace, it is incumbent on the consultant to make MDOT SHA's CADD Workspace available to anyone updating CADD data stored in ProjectWise. Milestone plan files shall be saved as a separate folder on ProjectWise at the completion of any Phase. The submissions are to include all reference, plan sheet and CADD support files as well as appropriate documentation listing. At the completion of a project, or as specified by MDOT SHA, the consultant shall review all files in ProjectWise and verify that they are a true and complete reflection of the contract documents. If at any time it is determined by the MDOT SHA Project Manager that the consultant is not using ProjectWise to store the most up-to-date design data or that the CADD files do not meet MDOT SHA's CADD Standards, the MDOT SHA Project Manager can request that the errors be corrected at no cost to MDOT SHA.

- A non-disclosure agreement form will be required for each user from the Consultant to have access to the data in this system. A training manual and information about this system can be provided by MDOT SHA upon request. Any training will be at the Consultant's expense. Computer files used to develop the design and drafting of projects must be indexed and labeled to enable MDOT SHA's personnel use at any time. If there is any question as to where in the file structure it is to be stored, it is incumbent on the Consultant to get clarification from MDOT SHA. The MDOT SHA Project Manager may elect to request data be transferred using other media types, such as CD ROM, DVD, flash drive, etc. The Consultant shall deliver upon request and at no additional cost, hard copies of maps, plans and drawings, backup computations and notes. All work is the property of MDOT SHA and shall be surrendered upon request.
- All design estimates submitted to MDOT SHA by the Consultants shall utilize the PC based highway construction estimation program "Estimator". The "Estimator" is a software program manufactured by Info Tech, Inc. of Gainesville, Florida. This program is compatible with MDOT SHA's Proposal and Estimate System, and has import capabilities, and supports the electronic exchange of data. This system will provide Consultants a windows-based input environment linked to all standard MDOT SHA pay items and their historic unit costs. This program allows all estimates to match MDOT SHA's category code numbers, item descriptions, and specifications on pay items;
- All Contractor construction estimates submitted to MDOT SHA by the Consultants for review and payment shall utilize the MCMS. The MCMS program is available from the MDOT SHA's Office of Construction, and.
- The Consultants shall have the ability and manpower to respond to and act immediately on project assignments without sacrifice and disruption to other State Highway Administration projects being done by their firms.

On-site and field consultants may be required. Consultant staff may be assigned to work at MDOT SHA facilities, construction project sites, regulatory agencies, other state agencies, MDOT, counties or municipalities, and/or designed area or location in the state of Maryland.

This is not an all-inclusive list as this contract may include all A/E professional services and activities related to Facilities Design Services. Specific assignments are expected to vary depending on MDOT SHA's needs and program funding throughout the duration of the contract.

There may be instances when MDOT SHA requires the consultant to provide emergency response times for a given project or task assignment. Therefore, the consultant may be required to provide those services within 24 hours of notification or as otherwise directed by MDOT SHA.

The Consultant will keep MDOT SHA's OHD Engineering Resource Division (ERD) and/or its appointed designee continually advised of the progress on the project/work assignment being considered. The Consultant will receive direction from either MDOT SHA's OHD and/or its appointed designee. Progress meetings will be held as necessary to review the tasks accomplished.

Periodically, new guidelines, processes, laws, and mandates may require additional activities not clearly cited in the resume. All activities required to deliver a project or program, whether new or existing, unless otherwise controlled by regulation or statute, will be completed under this contract. If special skills or services are identified that are beyond the expertise of the consultant, then new subconsultants may be required to be added to the contract to support the task assignments.

The consultant may be asked to provide weekly updates on the task budget and balance the on-site and field consultants shall complete weekly timesheets, including FMIS charge numbers, for MDOT SHA review and concurrence. These timesheets shall be included in the monthly invoices.

NOTE: The consultant is required to certify in EOI that it can perform all elements of the project's scope through its own forces and those of its subconsultants.

III. Potential Restrictions:

The firm(s) selected for a given Contract may be required to provide architectural and/or engineering services for any MDOT SHA design and construction project, including Design/Build projects. This may limit the firm's potential for pursuing work with a consultant on the same Design/Build project after advertisement. State law, including State Finance and Procurement Article 13-212. I of the Annotated Code of Maryland will dictate the Consultant's eligibility to pursue work on Design/Build projects after advertisement.

As per State Finance & Procurement, State Government Article 17-701 - 17-707 of the Annotated Code of Maryland the firm(s) selected for a given Contract will be required to provide "Certification Regarding Investments in Iran". Furthermore, selected firms must comply with the State of Maryland Executive Order 01.01.2017.25 Prohibiting Discriminatory Boycotts of Israel in State Procurement. Consultants selected for contract award will be required to submit a signed copy of the "Certification Regarding Investments

in Iran” for at the time MDOT SHA requests price proposals – this form is not required at the EOI stage of the procurement. The form is located at the DOT SHA OPCM website: <https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767>.

IV. Required Information:

The Consultant shall submit electronically the documents outlined below. One (1) complete .pdf file of the EOI submittal, with subfolders containing the associated, individual .pdf files for each section required herein. Subfolders and sections must be clearly named. All .pdf documents must have the naming convention of BCS 2023-02 Prime/JV Name]-Name Identifying the Document (i.e., BCS 2023-02 – ABC Firm – Letter of Interest).

The EOI comprises the following:

- A. One (1) Letter of Interest** – Limited to one (1) page which must contain the address of the firm's closest location to 707 North Calvert Street, Baltimore, MD 21202; information supporting the assertion that the Consultant has the financial capacity to provide the services requested; has measures in place to protect the State against errors and omissions; and provide the names, contact numbers and email addresses of the Primary Liaison, Disadvantaged Business Enterprise (DBE) Consultant Liaison Officer for Minority Affairs, and your firm's contact person for this procurement process. The Primary Liaison, DBE Liaison Officer, and the firm's procurement contact may be the same or different individuals.

NOTE: All pages (except for pages in Standard Form (SF) 330, and pages specified as 11”x17”) included within your submittal are required to be standard 8 ½” x 11” size with a minimum of a one-inch margin on all sides and no smaller than 11-point Times New Roman font. SF 330 forms, 11”x17” charts and all matrices must be no smaller than 10-point Times New Roman font. SF 330 Forms are to be completed without any changes to the electronic format. The first page of the document must clearly display the BCS Number, Project Services Title, Firm's Name. Sections in the EOI submittals must be labeled. Graphics and photos are acceptable but will not be considered in the evaluation process.

B. One (1) SF 330

(Please note that U.S. Government forms are to be completed with standard size typing and are not to be photo reduced. Computer-generated forms are acceptable; however, the format and spacing must not be altered.)

The SF 330 must be completed in its entirety, with special attention to the following:

1. **Part I, Section E: Key Staff.** A separate Section E form should be completed for each Key Staff proposed not to exceed one (1) page per key staff and seven (7) pages total. At least three (3) years of the required years of experience for each individual Key Staff shall be recent experience performed within the last three

(3) years. The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:

1. **Key Staff 1: Project Manager (PM)** shall be a Professional Engineer (PE) or Registered Architect (RA) in the State of Maryland with a minimum of ten (10) recent years of experience in facility design. The PM shall have experience with all aspects of facility design and management for new and renovated buildings and structures. The PM will be responsible for and should demonstrate experience in managing and understanding all tasks scope of work; managing the consultant team(s) performing the task(s); reviewing design submissions before submitting to MDOT SHA, ensuring compliance with the task's scope of work and coordination between disciplines. The PM shall be employed by the Prime/JV and shall serve as the Primary Liaison;
2. **Key Staff 2: Architect** shall be an RA in the State of Maryland with a minimum of ten (10) recent years of experience in facility design and all associated system designs. The Architect will be responsible for and should demonstrate experience in designing facilities; ensuring quality assurance for the architectural design; budget responsibility; schedule efficiency; specialized roofing assessment/investigation; design and construction oversight; building commissioning. The Architect shall be employed by the Prime/JV and shall serve as the Secondary Liaison;
3. **Key Staff 3: Mechanical Engineer** shall be a PE in the State of Maryland with a minimum of ten (10) recent years of experience in the design and review of mechanical systems. The Mechanical Engineer will be responsible for and should demonstrate experience in the design of Heating, Ventilation and Air Conditioning (HVAC) and plumbing systems; provide quality assurance and critical design reviews; review planning and concept level designs; evaluate peer review and building commissioning. The Mechanical Engineer shall be employed by the Prime/JV or any of the subconsultants;
4. **Key Staff 4: Electrical Engineer** shall be a PE in the State of Maryland with a minimum of ten (10) recent years of experience in the design of facility electric systems. The Electrical Engineer will be responsible for and should demonstrate experience in the design and review of electrical/power, lighting, and communications systems; quality assurance and critical design reviews; planning and concept level designs; and commissioning activities. The Electrical Engineer shall be employed by the Prime/JV or any of the subconsultants;
5. **Key Staff 5: Structural Engineer** shall be a PE in the State of Maryland with a minimum of ten (10) recent years of experience in the design of new and renovated facilities. The Structural Engineer should also

demonstrate experience in mechanical and electrical equipment support and specialized utilities structures requirements and provide geotechnical engineering analysis and foundation design. The Structural Engineer shall be employed by the Prime/JV or any of the subconsultants;

6. **Key Staff 6: Civil Site Engineer** shall be a PE in the State of Maryland with a minimum of ten (10) recent years of experience in civil and site design. The Civil Engineer should demonstrate experience and knowledge in site design and environmental permitting with expertise in storm water management; utilities and water and wastewater systems design; and all aspects of site design. The Civil Site Engineer shall be employed by the Prime/JV or any of the subconsultants;
7. **Key Staff 7: Commissioning Agent** shall be Certified with a minimum of eight (8) recent years of experience in commissioning new and renovated facilities. The Commissioning Agent should demonstrate experience with preparing and reviewing Owner's Project Requirements and plans, specifications, and estimates; testing, final acceptance of a building, and all aspects of commissioning. The Commissioning Agent shall be employed by the Prime/JV or any of the subconsultants.

NOTE: Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include in Section E, #17 of 18 on the SF 330 the words "**Maryland Registered**" and the Maryland License Registration Certificate Number for the individual. Section E. #17 of 18 of the SF 330 shall also include any required Licenses, including Type of **License, License Number, year it was initially issued and expires**, and any required Certifications, including Certification Type, Certification Number (if applicable) and the year it was issued and expires.

In addition to items **a.** and **b.** in Section E of the SF 330, Years of Experience shall document the total number of years of experience performing work in the required areas of expertise specified for this procurement.

Failure of the Consultant to document properly Key Staff requirements in writing may result in the firm being precluded from further consideration for the Project.

2. **Part II, General Qualifications.** The Consultant shall document personnel by discipline presently employed at the work location proposed. If more than one (1) location is being proposed by the Consultant, the Consultant should use a separate form for each location proposed and show the total number of personnel by discipline for all locations proposed. **Subconsultant personnel are not to be included.**

3. **Outside Key Consultants** (Sub-Consultants) should be documented in Part I, Section C of the SF 330. Please follow the directions provided in Step VI below, Special Requirements – DBE Provisions to complete Section C 11 for MDOT certified DBE firms.

It is anticipated that Key Staff 1,2 and 4 may be required to provide engineering services on-site at MDOT SHA facilities.

4. **Part I, Section D** – Organizational Chart shall be limited to an 11 X 17-inch page with Times New Roman font size 10-point or larger. In addition, a separate Matrix is required to be placed behind Section D in the SF 330 that lists support personnel by name on the vertical axis with up to three lines of text explaining their experience relative to the projects needs on the horizontal axis. The support Personnel Matrix shall be limited to an 11 X 17-inch page with Times New Roman Font size 10-point or larger and one-inch margins.
5. **Section F – Example Projects:** Limited to four (4) example projects, each example project is limited to two (2) pages for a total not to exceed eight (8) pages. Photos are acceptable; however, all photos count in the overall space limitations for the page and are considered illustrations and are not rated. The Example Projects set forth shall be recent experience performed within the past Seven (7) years. (Information provided in this section shall become part of the rating/evaluation criteria for this project).
6. **Section H – Additional Information:** This section shall be limited to one (1) page and must certify that the Key Staff individuals meet the education, experience, registration/licensure, expertise, and all other professional qualifications specified in this advertisement. Please exclude any confidential personal information. Any information presented in Section H will be considered in the evaluation of the EOI.

C. Financial Responsibility and Insurance

1. The consultant shall include a letter addressed to MDOT SHA setting forth evidence that the consultant has the financial capacity to provide the services and has measures of protection for the State against errors and omissions.
2. The Consultant shall include a copy of the firm's current certification(s) of insurance, which should contain, at minimum, the following:
 - Carrier (name and address)
 - Type of insurance
 - Amount of coverage, which must include at a minimum of \$1,000,000 per occurrence of Professional Liability
 - Period covered by insurance; and
 - Any exclusions

3. The amount of proposed coverage to be carried by a firm for each of the four (4) areas of insurance required shall be clearly stated on the insurance certificate. (i.e., Comprehensive General Liability Insurance, Professional Liability Insurance, Workers Compensation Insurance and Comprehensive Automobile Liability Insurance).
4. Insurance coverage will be one (1) of the areas evaluated during the EOI review. Failure of the consultant to submit satisfactorily to these requirements may result in the EOI being deemed not responsible, per COMAR 21.06.01.01. If your firm is technically selected for this project, the amount of insurance coverage may be the subject of negotiations. Any resultant contract will set forth the dollar amounts required for each area of insurance.

D. Special Requirements

2. **Investment Activities in Iran:** As per State Finance and Procurement, State Government Article 17-701 – 17-707 of the Annotated Code of Maryland, a firm engaging in investment activities with companies appearing on the Investment Activities in Iran list is ineligible for bid/proposal/award. The Investment Activities in Iran list is located at <https://bpw.maryland.gov/Pages/adv-2013-1.aspx> of the Maryland Board of Public Works (BPW) web site. As per the BPW Advisory No.: 2013-11, Date Issued January 1, 2013, an officer of the Prime/JV firm shall provide a signed original certification as per language listed on the BPW Advisory page.

In preparing its bid/proposal on this project, the Bidder/Offeror has considered all bid/proposals submitted from qualified, potential subconsultants and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subconsultants, vendor, or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel and its territories. The Bidder/Offeror also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. Without limiting any other provision of the solicitation for bid/proposals for this project, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid/proposal submitted by the Bidder/Offeror on this project, and terminate any contract awarded based on the bid/proposal.

Consultants selected for contract award will be required to submit a completed and signed Bid/Proposal Affidavit per COMAR 21.05.07 at the time MDOT SHA requests price proposals – this form is NOT required at the EOI stage of the procurement.

3. DBE Provisions

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered pursuant to this advertisement; DBE will be afforded full opportunity to submit an EOI in response to this notice and will not be subject to discrimination on the basis of race, color, national origin, age, sex or disability in consideration for an award (23 CFR § 200, 49 CFR § 21 and 26 and 49 CFR and Section 504 of the Rehabilitation Act of 1973).

It is the goal of MDOT that certified businesses participate in all contracts. Each contract may contain a goal for DBE participation, on a contract-by-contract basis. Consultants interested in submitting an EOI must comply with the “SPECIAL PROVISIONS, AFFIRMATIVE ACTION REQUIREMENTS, UTILIZATION OF DISADVANTAGED BUSINESSES, THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT OF 1987, ISTEA OF 1991, MAP 21 OF 2012, FAST ACT 2015, AND INFRASTRUCTURE INVESTMENT AND JOBS ACT OF 2021.

To comply with the aforesaid SPECIAL REQUIREMENTS, Consultants who submit EOI's must clearly set forth the DBE Prime firm(s) and DBE subconsultant(s) proposed for goal attainment indicating:

- Firm's name and address,
- The proposed work,
- Percentage of total work,
- MDOT certification number, and
- Applicable NAICS

NOTE: DBE firms **must be** certified for the specific work to be performed to count their participation towards meeting the DBE participation goal. **The DBE Firms utilized on the DBE Participation must be MDOT Certified DBE firms and listed in the MDOT Directory of Certified Firms at the time of bid/proposal.** Only include applicable NAICS Code(s) for the services/work the DBE firm is proposed to perform in support of the project.

Proposed DBE firms **must be** certified by MDOT in those NAICS Code(s) **at the time** of the EOI submission and **remain certified** through contract award by MDOT to participate on federally funded Projects. When a certified DBE firm participates as a prime (including a prime participating as a joint venture) on a contract, a procurement agency may count the distinct, clearly defined portion of the work of the contract that the certified DBE firm performs with its own forces toward fulfilling up to one hundred percent (100%) of the contract's DBE participation goal.

The Consultant's failure to **submit all** the required DBE information, in the specified areas, may result in the Consultant being disqualified from further consideration for the Reduced Candidate List on this Project, unless it is in the

best interests of the State to seek clarification or additional information from the Consultant.

Contract Goals

For the purposes of this contract, a goal of **25%** has been established for DBE participation. DBE proposers must meet the established DBE goal by either utilizing their own forces or approved DBE Subconsultant(s).

Per 49 CFR 26.55(b), when a DBE performs as a participant in a joint venture, they may count a portion of the total dollar value of the contract equal to the distinct and clearly defined portion of the work that the DBE performs with its own forces, toward the DBE goals and the proposed participation must be listed in Section C-11 of SF 330.

In addition to listing the DBE's, consultants must also list each non-DBE firm proposed in Section C of the SF 330 including the proposed work and percentage of work in Section C-11 of the SF 330.

- E. Additional Information:** MDOT SHA reserves the right to develop a Reduced Candidate List from those firms responding to this advertisement.

Offerors should give specific attention to the clear identification of those portions of its Offer that it considers confidential and/or proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, Md. Code Ann., General Provisions Article, Title 4. This information should be identified by page number and placed in the Transmittal Letter with the Offer.

Offers shall be available for public inspection, except to the extent the Offeror designates trade secrets or other proprietary data to be confidential as set forth in this solicitation. Material so designated as confidential shall accompany the Offer and shall be readily separable from the Offer to facilitate public inspection of the non-confidential portion of the Offer, including Total Price.

For requests for information made under the PIA, the Procurement Officer shall examine the Offers to determine the validity of any requests for nondisclosure of trade secrets and other proprietary data identified in writing. Nondisclosure is permissible only if approved by the Office of the Attorney General.

- F. Electronic Transfer:** By submitting a response to this solicitation, the Consultant agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected Consultant shall register with the EFT Registration, General Accounting Division using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form, available at <http://compnet.comp.state.md.us/gad/pdf/GADX-10.pdf>. Any request for exemption

must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reasons for the exemption.

G. Rating Criteria

1. **EOI:** The criteria to be used in evaluating EOIs for the creation of a Reduced Candidate List (RCL) are:

- a) **Key Staff, rated on a 30-point scale.**

The **Key Staff** submitted in the EOI will be evaluated to determine if they meet the minimum qualifications set forth herein. MDOT SHA will carry forward the scores for the **Key Staff** (and Specialized Expertise, if applicable) into the Technical Proposal phase.

- b) **Example Projects rated (A) Acceptable, (U) Unacceptable, across all projects submitted.**

- (A) Acceptable-Response demonstrates they meet requirements
- (U) Unacceptable-Response fails to demonstrate they meet requirements

2. **Technical Proposal:**

Firms selected for the RCL will be invited to submit a Technical Proposal under a Request for Technical Proposals Letter (RFTP). The evaluation and scoring criteria will be outlined therein.

H. Key Staff Replacement: Replacing Key Staff is allowed *at any stage in the evaluation process*. To replace a Key Staff submission:

Send a letter, on firm/JV letterhead, explaining the reason for the change and the name(s) of the Key Staff involved. Each new Key Staff must be submitted according to the requirements listed in Section B above.

- If a Key Staff has not been scored at the time the request is received, *the replacement Key Staff will be scored, and the original will not be evaluated.*
- If a Key Staff has been scored at the time the request is received, the replacement's score must be **equal to or higher than** the originally proposed Key Staff *or* the most recently approved Key Staff, if subsequent replacement requests for the same Key Staff are received.
- MDOT SHA will keep **the identity and scoring of** all Key Staff replacements confidential **during the evaluation of proposals.**

I. Electronic Submission on eMMA

1. Only electronic copies of the EOI will be accepted. **No response received after 12:00 P.M. (NOON) on the date specified for a Project will be accepted, no matter how transmitted.**
2. The EOI submittal must be uploaded into the **General Envelope** in eMMA, including:
 - a) One (1) file containing the full and complete EOI document, and
 - b) Individual section files.
3. Each file uploaded can be up to 300 MB.
4. There is no limit to the number of files that can be uploaded in a single solicitation and no total limit to the size of all files uploaded in a single solicitation.
5. eMMA accepts zipped files, but each zipped file is limited in size to 300 MB.
6. The following information must be written in the Response Information box.
 - a) In “Project Description,” enter **BCS 2023-02, Project Title.**
 - b) In the main box, enter **EOI Due Date and Time, Firm Name, Firm Address and Contact Person** for the submission.
7. Each contract series has a designated Procurement Officer, included in the eMMA listing. Please contact them directly using the information provided regarding specific contract series.
8. Technical questions regarding eMMA submission must be directed to the eMMA Help Desk at eMMA.helpdesk@maryland.gov.
9. **Emailed submissions will not be accepted.**

Please respond by March 15, 2023, prior to 12:00 P.M (NOON).

Address general inquiries to:

Ms. Jada J. Wright
Director, Office of Procurement and Contract Management (OPCM)
707 North Calvert Street, Mail Stop C-405
Baltimore, Maryland 21202